

Comparisons of Job Characteristics

Focus Occupation: [Correspondence Clerks \(43-4021\)](#)

Associated Occupation: [Order Clerks \(43-4151\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 67

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Order Clerks (43-4151)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Customer and Personal Service	11.3	20.0	16.3	<< Extensive education and/or training may be required
Clerical	7.3	11.5	19.1	>> Current knowledge level is likely more than sufficient
Sales and Marketing	5.2	10.0	4.8	<< Extensive education and/or training may be required
Building and Construction	4.0	6.8	1.0	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 87

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Order Clerks (43-4151)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Active Listening	11.0	13.3	11.5	< A higher skill level may be required
Service Orientation	7.9	10.3	9.1	< A higher skill level may be required
Persuasion	7.4	9.5	7.5	< A higher skill level may be required
Negotiation	6.8	9.2	7.6	< A higher skill level may be required
Mathematics	6.2	8.2	5.9	<< Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 92

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Order Clerks (43-4151)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Near Vision	11.1	14.5	12.1	<	Some improvement in abilities may be required
Oral Expression	12.4	14.4	11.9	<	Some improvement in abilities may be required
Speech Recognition	9.9	13.8	11.2	<	Some improvement in abilities may be required
Oral Comprehension	12.5	13.4	11.8	<	Some improvement in abilities may be required
Speech Clarity	10.2	11.8	10.4	<	Some improvement in abilities may be required
Written Comprehension	11.0	11.0	13.1	>	Current ability level is likely sufficient
Problem Sensitivity	11.1	10.8	11.6	0	Current ability level may be sufficient
Written Expression	9.8	9.8	13.3	>>	Current ability level is likely more than sufficient
Number Facility	6.3	8.2	7.3	<	Some improvement in abilities may be required
Speed of Closure	5.9	8.0	7.4	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Order Clerks (43-4151)

Work Activities	Exclusivity of Activity
Investigate customer complaints	67
Maintain inventory of office forms	71
Maintain records, reports, or files	5
Process orders for merchandise	85
Provide customer service	14
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Order Clerks (43-4151)

Tools and Technologies

Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.